

AFMAN 23-110, Volume 5, Chapter 15 Revision:

★15.3.4.4. Maintain Memorandum of Agreement for WRM assets loaned using the 120 day loan policy at paragraph 15.11.2.5. Ensure return of assets within the agreed upon time frame. Ensure inventory of returned assets is accomplished, issues are processed for reimbursement of assets used/broken, and assets are immediately replaced using monies collected. Reimbursement funds may not be used for any other purpose.

★15.11.2.5. Medical WRM assets may be loaned for training exercises out of the local area, military emergencies, or natural disasters for up to 120 days. Coordinate with your Medical Readiness Officer and MTF Commander to preclude use that might affect asset availability for a pending deployment or tasking. Prior to the loan, a Memorandum of Agreement (Attachment 1) between the issuing Medical Stock Record Account and the user will be achieved, requiring up front payment of a "loan fee". The "loan fee" is a percentage of the total value of the asset loaned and would be based on expected materiel consumption, damage or loss. The issuing unit will provide AFMSA/SGSL, AFMLO/FOC-A, and their MAJCOM Medical Logistics office a copy of the completed Memorandum of Agreement(s) no later than 90 days before the loan for a training exercise or ASAP by data fax for a military emergency or natural disaster. AFMSA/SGSL, in conjunction with AFMLO and the MAJCOM, will calculate the applicable loan fee based on historic averages, deployment location, anticipated duration, and any unique circumstances. AFMSA will provide the issuing unit with the applicable loan fee calculation ASAP for military emergencies or natural disasters or no later than 14 days after receipt of the Memorandum of Agreement for training exercises. The issuing unit will ensure the loan fee is loaded into the Project Fund Management Record. Within 30 days of return of the asset, the issuing unit will use the loan fee to reimburse any consumption, damage or loss incurred in the exercise. Any funds remaining will be reimbursed to the user. Any deficiency in funds will be obtained from the user to cover requirements above the amount of the loan fee.

15.11.2.6 Exercises requiring the loan of WRM assets should be planned for sufficiently in advance, to include their duration, to preclude the need for special end of fiscal year processes. If the training exercise will last past the end of fiscal year, refund the current fiscal year loan fee to the borrowing entity and secure a Memorandum of Agreement and replace the loan fee in the new fiscal year when funds become available.

15.11.3. Medical WRM assets may be loaned for local area exercises to the organization tasked with wartime and/or contingency missions. Ensure the borrowing organization commander understands in advance that lost, consumed, or damaged assets will be issued through MEDLOG using their unit's O&M funds. Coordinate with Medical Readiness and the MTF Commander to preclude use that might affect asset availability for a pending deployment or tasking. Upon return, inspect all materiel for serviceability. Charge the requesting organizations responsibility center/cost center (RC/CC) code to record expenses. Use responsibility center/cost center (RC/CC) code XX52XX for medical activities (DFAS DER 170-5, *Responsibility Center/Cost Center Codes*).

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★15.11.3.1. Do not issue medical WRM assets for training exercises, military emergencies, or natural disasters with anticipated duration under 120 days. These assets will remain on active MEDLOG records, saving re-creation of quality assurance and historical maintenance report records. If training exercises, military emergencies, or natural disasters are anticipated to last over 120 days, or for a military deployment, issue the WRM asset to the entity requesting the medical asset. If any question, contact AFMSA/SGSL or AFMLO/FOC-A.

Coordination: USAF/SGXR:

//SGX2 CONCURRED AS ANNOTATED 9/25/98//

★ATTACHMENT 1

**MEMORANDUM OF AGREEMENT (MOA) BETWEEN THE
(Insert borrowing agency name) AND THE AIR FORCE WORKING CAPITAL FUND
(AFWCF)
TO REIMBURSE THE AIR FORCE WORKING CAPITAL FUND
FOR (Identify the program)**

I. Purpose: This agreement establishes the financial arrangements between the (identify the borrowing Federal agency) and the AFWCF to reimburse the AFWCF for loan of (identify the program).

II. Description of Services to be Provided. The Air Force Medical Service must maintain the capability to respond on an as required basis to Emergency and Wartime contingencies and to meet the needs of the (identify the Federal Agency activity being supported) that has limited (identify the support) capabilities. The loaned materiel is subject to immediate recall in the event of a higher priority mission tasking arising unexpectedly.

III. Basis for Reimbursement

A. This agreement is entered into under the provisions of AFMAN 23-110, Vol 5, Chapter 15, Paragraph 15.11.2.5 and funds are provided for reimbursable orders of approximately \$_____. This MOA is subject to modification as necessary, to provide for reimbursement of actual costs described below in providing the requested support. The amounts in respective reimbursable orders may not be exceeded without written approval by the (borrowing federal agency).

B. Under the terms of this agreement, the AFWCF shall collect for the costs of items used, damaged, or lost during the loan period.

C. In the event the asset will not be returned to the AFWCF in the same fiscal year it was loaned, the (borrowing federal agency) will be required to replace the deposit fee as stated in Para III A with new fiscal year money.

IV. Procedural Arrangements

A. Estimating. The AFWCF will review on a recurring basis its actual costs incurred in providing the requested support to ascertain if they are in line with the original cost estimates. The AFWCF will promptly advise the (borrowing federal agency) of any required revisions to the value of this agreement.

B. Ordering. The (borrowing federal agency) will provide accounting data for resulting billings.

c. Billing. The AFWCF will bill the (borrowing federal agency) at the completion of the exercise by submitting Standard Form (SF) 1080 (Voucher for Transfers Between Appropriations) and including a breakdown of actual cost elements being reimbursed. The

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voucher shall be sent or delivered to the (borrowing federal agency) within 30 days after the month in which the transaction occurred. Assets not returned within 120 days of loan will be billed for their complete cost.

Atch. 1 - Continued

D. Payment of Bills. The (borrowing federal agency) paying office will forward check payment(s) along with a copy of billed invoice(s) to appropriate addresses listed on billing invoices within 30 days of the date of invoice, unless the SF 1080 is identified as "no check required". Bills rendered shall not be subject to audit in advance of payment.

V. Effective Date. This agreement is effective _____ and will terminate on _____.

(Borrowing Federal Agency Authority)

Medical Organization Commander
(AFWCF Component)